

# WEEK IN REVIEW

A publication of the City Manager's Office

## Council Meeting

July 14 - City Council Meeting Agendas (Special Meeting, Regular Meeting & Work Session)

## Looking Ahead

*Most boards will be meeting virtually including City Council.*

Tuesday, July 7: Planning Commission work session

Wednesday, July 8: Board of Zoning Appeals meeting

Thursday, July 9: Community Policy & Management Team meeting

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Refuse & Recycling Manager Michael Neese (aka Michael Recycle) was recognized by the Virginia Risk Management Association for his commitment for safety. Michael and the sanitation crew were featured in a [VRSA safety video](#) during National Waste Recycling Workers Week last month.

## City Manager's Highlights

Launched [public input survey](#) for the Jubal Early Drive possible renaming. Deadline is July 13 at 8 am.

Launched the business and non-profit application process for the City's [CARES Act funding grants](#).



# Public Safety

## Winchester Police

- Met with the Commonwealth Attorney to discuss new laws/ Virginia Code.
- Attended a Lunch & Learn about vaping.
- Reviewed process to streamline permits.
- Working with Communications to add a Use of Force policy section on the [General Orders web page](#).
- Participated in Community Forum about strengthening the relationship between the community and law enforcement, hosted by the United Way. [Watch](#)
- Completed 2 background checks. Six officers will start with the department next week.
- Uploaded a list of responses to questions from the Community Form on the [website](#).
- Worked on cost analysis of hiring process and researched job description comparisons.
- Crime stats:
  - Crimes against persons (felony) - 2
  - Crimes against persons (misdemeanor) - 5
  - Burglaries (residential) - 0
  - Burglaries (commercial) - 2
  - Property crimes/other -18

## Winchester Fire and Rescue

- Conducted Virginia Firefighter I certification testing.
- Conducted the final "Live Burn" training for the 20-01 Firefighter Recruit Academy at the Regional Training Center
- Attended a meeting with other City Administration to start the process of addressing recommendations in the Fire and Rescue Master Plan developed by the consultants that were hired to perform the department study.
- Conducted a meeting with Emergency Management to discuss future needs for COVID-related items.
- Attended the Local Emergency Planning Committee meeting.
- Completed firearms qualification for law enforcement certification (Fire Marshal).
- Conducted multiple suppression, alarm, and fire safety inspections.

Police Activity	#
Calls for Service	577
Directed Patrols	21
Directed Patrols (OTW)	7
Extra Patrols	118
Extra Patrols (OTW)	15
Alarms/False Alarms	22/21
Crash Reports	10
Traffic Citations	8
Traffic Warnings	18
DUI/DWI	0
FOIAs Answered	4
Special Events Permits Received/ Approved	0/1 46 YTD

Fire Activity	#
Fire	2
Overpressure	0
EMS/Rescue	77
Hazardous Cond.	2
Service Call	7
Mutual Aid Given	9
Good Intent	10
False Alarms	0
Special Incident	0
Plan Review	1
Reinspections	1
Inspections	0

## Emergency Management

- Reviewed the Governor's Executive Order #67 Phase Three Easing of Certain Temporary Restrictions for the COVID-19 Pandemic.
- Distributed personal protective equipment and cleaning supplies to various City departments.
- Participated in the National Institute of Standards and Technology webinar for the development of a training/testing course for unmanned aircraft systems.
- Participated in a FEMA-led conference session for threat assessment (THIRA) updates.
- Developed portable radio template for enhanced Fire and Rescue radio capabilities.
- Attended online FEMA weather training.
- Attended the Fire and Rescue live training burn for the recruit class.

## Development Services

### Zoning and Inspections

- Completed:
  - 39 building permit inspections and issued 22 building permits (\$362,940 valuation).
  - 34 code enforcement inspections and initiated 15 new cases
  - 9 new business reviews (4 Certificates of Business, 5 Certificates of home business)
  - 0 PDSP permits
- Removed 0 signs from the public right-of-way (YTD=89)
- Significant project this week: 79 Rifleman Lane (new single family dwelling, \$185,000)

Date	Address	Description	Value
06/25/2020	79 RIFLEMEN LN	NEW HOME	\$185,000
06/25/2020	1944 VALLEY AVE	ADD A/C	\$30,000
06/25/2020	1313 AMHERST ST	ASBESTOS ABATEMENT	\$7,500
06/25/2020	107 S EUCLID AVE	REPAIR BASEMENT FOUNDATION	\$3,000
06/26/2020	1214 WHITTIER AVE	REPLACE A/C & FURNACE	\$4,550
06/26/2020	202 WYCK ST	REMODEL	\$40,000
06/26/2020	128 130 E PALL MALL ST	RELOCATE METER AT 128	\$2,000
06/26/2020	190 CAMPUS BLVD STE 310	REMODEL	\$19,000
06/26/2020	106 W NORTH AVE	REPLACE HEAT PUMP	\$14,900
06/26/2020	13 E LEICESTER ST	REWIRE	\$1,500
06/26/2020	139 MONTAGUE AVE	UPGRADE	\$500
06/26/2020	206 WYCK ST	REMODEL	\$33,000
06/26/2020	31 E GERMAIN ST	ADD BATHROOM	\$3,690

Date	Address	Description	Value
06/26/2020	410 MILLWOOD AVE	ADD LTS RECPS & SW	\$600
06/26/2020	128 130 E PALL MALL ST	RELOCATE METER AT 130	\$2,000
06/27/2020	1865 W PLAZA DR	LAWN MOWER PLATFORM	\$5,100
06/29/2020	117 S LOUDOUN ST	2ND HEAT PUMP SYSTEM	\$6,100
06/29/2020	337 VIRGINIA AVE	NEW HEAT PUMP	\$4,500
<b>Total</b>			<b>\$362,940</b>

## Planning

- Prepared and electronically distributed the Planning Commission agenda packet for July 7 work session and the July 21 regular meeting. The following applications are on the agenda:
  - Conditional Use Permit (CUP) for a change to the elevations of the proposed O'Reilly Auto Parts store at 603 Cedar Creek Grade
  - Planned Unit Development (PUD) rezoning for a 36-unit multifamily development on a 2-acre site along the north side of W. Jubal Early Dr addressed as 1811 Roberts Street
  - CUP for the Cameron Square development along N. Cameron Street to allow more than 85 units on a single lot and/or within a single building
  - Right of Way vacation and conveyance request to allow the Cameron Square developer to assemble the adjacent portion of E. Fairfax Lane into the development site
- Worked with Communications Director to finalize FAQs and draft questionnaire, now posted on the City's website, which can be used to gather public input regarding the renaming of Jubal Early Drive.
- Staffed the virtual July 2 Board of Architectural Review meeting where two new cases and one prior case discussion were on the agenda.
- Received a number of development applications in advance of the July 6 deadline for cases appearing on the August Planning Commission meeting docket.
- Continued to conduct online plan review and approval of development projects.

## Economic and Workforce Development

- Worked to finalize and launch CARES Act business and non-profit grant applications.
- Participated in Northern Shenandoah Valley COVID-19 Response team meeting with regional partners.
- Met with development group pursuing redevelopment project in Winchester to discuss historic preservation tax credit information and building alterations.
- Continued communication with development partners on Towers and Kent/Piccadilly projects.
- Held special Economic Development Authority meeting to discuss acceptance of CARES Act funds and consider project contract amendments.

## Arts and Vitality & Old Town

- Worked to finalize details and announcement for alternative summer entertainment plans, labeled “[Old Town Summer Vibe](#)”; programming will be based around providing a safe but entertaining atmosphere in the Old Town area.
- Distributed twenty \$500 Main Street program grants to businesses impacted by COVID-19.
- Conducted business retention visits with businesses in the primary and secondary district.
- Sent out educational webinars to Old Town businesses.

## Winchester/Frederick County Tourism

- Worked with Communications staff to design and collect images for a fun poster featuring local business owners to encourage the public to wear face masks.
- Filmed numerous partners throughout the week and developed and released a virtual newcomer’s welcome video in lieu of a physical event, which had originally been scheduled for July 2.
- Took part in monthly Shenandoah Valley Tourism Partnership advocacy committee phone call, primarily discussing supporting tourism partners through a variety of available grants and loans, as well as how each locality has been partnering with economic development offices, chambers and other partners to support local businesses in response to COVID.
- Had a virtual meeting with a new limo/shuttle operator in the area to discuss opportunities, trends and vital connections in the community.
- Continued cooperatively promoting the [Open and Safe NSV](#) program and administering the website.
- Applied to the [Virginia Tourism WanderLOVE](#) marketing grant program, a \$10,000 marketing program that was instigated in response to the COVID situation.
- Continued working with a local filmmaker and Tourism Board ad-hoc committee on our new monthly video featurette program that will feature different business owners and their unique stories. Filming of the first two will occur in early July and first video should launch by mid-July.

## Public Services

- Participated in the regular board meeting of the Frederick-Winchester Service Authority that was held via Webex.
- Held monthly meeting with VDOT to review the progress of all the City’s projects with VDOT funding.
- Continued discussions with Shentel regarding their desire to increase the rate of their new fiber installations.
- Discussed the proposed roadway improvements on Millwood Avenue near Mall Boulevard with an adjacent property owner.
- Repaired a water service line break on Featherbed Lane near Pleasant Valley.

## Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	8,292
Water service lines replaced (number)	0	372
Water meters replaced (number)	76	5,066
Sanitary sewer mains replaced/lined (linear feet)	0	6,615
Sanitary sewer laterals replaced (number)	0	111
Sanitary manholes replaced (number)	0	42
Sidewalks replaced (linear feet)	0	39,697
Sidewalks repaired (linear feet)	14,748	171,595

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	.80	Lane miles
	Potholes repaired	2	59	#
	Mowing	15.69	196.30	Acres
	Miles of streets swept	66.9	1,512.69	Miles
	Tons of leaves hauled	0	58.50	Tons
Trees	Dead/diseased trees removed	0	127	#
	Trees trimmed	73	645	#
	Stumps removed	2	148	#
Traffic	Street signs Installed/replaced	29	327	#
	Pavement markings repainted (City)	0	5,392	Linear feet
	Pavement markings repainted (contractor)	0	5,273	Linear feet
Refuse & Recycling	Refuse collected	141.58	3,477.94	Tons
	Recycling collected	44.09	1,093.996	Tons
	Large item pickups	4	68	#
Transit	Total passengers	483	39,839	#
	Revenue miles pick up/drop off	985	65,511	Miles
	Revenue hours pick up/drop off	94.57	6,274.88	Hours
Utility billing	Payments processed	1,540	35,939	#
	New bills mailed out	2,205	37,288	#
	Water services turned off (non-payment)	0	125	#
Water treatment plant	Average daily water demand	5.55	5.51	Million gallons/
	Peak daily water demand	6.03	6.83	day

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Wastewater treatment plant	Average daily flow treated	7.59	7.41	Million gallons/day
	Peak daily flow treated	8.91	17.21	
Water distribution and wastewater collection	Water main breaks repaired	0	8	#
	Water meters read	787	39,004	#
	Fire hydrants flushed	59	395	#
	Sewer mains cleaned	135	73,926	Linear feet
	After-hours call outs	1	70	#
Engineering	Site plans reviewed	7	74	#
	Floodplain permits issued	0	23	#
	Utility as-builts reviewed	0	5	#
	Right-of-way permits issued	11	307	#
	Land disturbance permits issued	0	9	#
	Stormwater facility inspections	0	64	#
	Erosion and sediment control inspections	32	707	#
	Erosion and sediment notices to comply	0	0	#
Facilities Maintenance	Work requests completed	14	487	#
	Special events assistance	1	6	#
	Maintenance of pedestrian mall	33	724	Staff hours
Equipment maintenance	Total repairs completed	16	1,178	#
Winchester Parking Authority	Work requests completed	5	133	#
	Special events - assistance provided	0	3	#
	Vandalism or property damage issues	0	10	#
	New monthly rentals	0	74	#
	Monthly rental cancellations	3	117	#
	Total monthly leases in all autoparks	-3	1,099	#
	Available monthly spaces in all autoparks	+3	313	#
	Hourly parkers (all four garages)	1,935	40,322	#
	Park-Mobile transactions	623	12,204	#
	Meter violations	182	2,035	#



## Social Services

- Received 92 Benefit Program applications: 18 SNAP, 23 Medicaid, 2 TANF, 0 VIEW, 3 Child Care, 0 Auxiliary Grant, 0 General Relief-Burial, 46 Home Energy Assistance Program
- Provided case management to: 1,661 Medicaid, 4,168 SNAP, 72 TANF, 19 Auxiliary Grant, 46 individuals receive VIEW services, 50 families/93 children receive Child Care Subsidy Assistance
- Other highlights:
  - Individuals facing eviction or foreclosure due to COVID-19 may be eligible for short-term financial assistance with rent or mortgage payments through the Virginia Rent and Mortgage Relief Program. Check eligibility by visiting <https://dhcd.virginia.gov/eligibility> or calling 2-1-1.
  - Finalized interview schedule and review logistics for the Child Family and Services Review scheduled to occur July 1-2.
  - Benefit Supervisors and select staff joined the Virginia Benefit Programs Organization's virtual conference. Sessions included training on policy and practice in SNAP, Medicaid, TANF, Child Care, and Energy Assistance.
  - Submitted FY20 Quarter 4 Promoting Safe & Stable Families Report to the State. Case workers utilize this ancillary funding to help eligible youth and families in need of support, preservation and reunification services.
  - Submitted FY20 Quarter 4 Independent Living and Education Training Voucher Report to the State. This funding is used to provide assistance to eligible youth with achieving self-sufficiency.

Weekly Activity	#
Clients walk-ins/drop-offs	0/56
Child Protective Service (CPS) referrals/case management load	5/49
CPS family assessments & investigations of alleged maltreatment	44
Placed "on notice" for foster care entry by JDRC	5
Children in/entered/exited foster care	52/0/2
Adoption subsidy cases/adoptions finalized	49/2
Benefit program fraud & overpayment referrals/investigations/recoupment claims	1/13/91
Family Service intakes/case management load	8/5
Adult Protective Service referrals	2
Adult Protective Service investigations/intakes	11/8
Adult services case management load	5
Adult guardianships/cases	2/79
Interstate Compact on the Placement of Children (ICPC) case management	1
Family Partnership Meetings	1



## Parks & Recreation

- Received and released grass carp at Wilkins Lake today to try to help the grass issue.
- Reviewed the guidelines for Phase 3 (effective July 1) and prepared to reopen and expand some services. Additional services may be available at a later date depending on available space and staffing.
- Prepared to open the outdoor pool on July 3 for general swim. There will be several time slots available to the public to reserve. Reservation details are available [online](#) and on Facebook.
- Increased child care (all-day summer camp) enrollment to 30 children this week. We will continue to increase enrollment until the maximum is met on a phased schedule
- Discussed after-school child care program options as it is very dependent on how the school system reopens and operates. The action of the school system will critically define the after-school program.
- Last week, the Athletics Division completed the last Quarantine Quiz Quest and will begin awarding prizes. Names will be entered into a hat drawing. Participants will gain one entry per time they completed the quiz. The plan is to do a video drawing to post on Facebook.

## Communications

- Distributed the July 1 CitE-News issue. [View](#)
- Handled 7 media requests for City information and staff interviews; 4 inquiries for WPD and 2 interviews.
- Promoted the City's Independence Day holiday and sent a special newsletter to CitE-News subscribers.
- Completed a WDVM interview about the Jubal Early Drive renaming public input.
- Uploaded forms to the Police Department's [Crime Prevention web page](#).
- Created a series of graphics for the Police Department to use in an upcoming [General Orders](#) campaign.
- Collaborated with Tourism to photograph local business owners wearing masks and created a fun poster to encourage shoppers/diners returning to Winchester businesses to wear masks.
- Continued working on the FY21 Budget in Brief.
- Promoted outdoor pool reopening to general swim and updated website.
- Created [web page](#) and [online survey](#) for the possible renaming of Jubal Early Drive and promoted information. Created a web page with descriptions of the people suggested by community members for renaming options and posted online.
- Promoted CARES Act grants and created [web page](#).
- Recorded a welcome to new residents for Tourism video.
- Discussed possible economic development feature article in *Business View* magazine with representative.

311 Requests Received	#
FOIA	7
New Recycling Bin	4
Missed Trash/Recycling Collection	1
Trash on Property	-
City Tree Issue	1
Traffic Signal Issue	-
Dead Animal in Road	-
Ask a Question	-
Stormwater Drainage Issue	-
Pothole	-
Street Light Out	1
Tall Grass	-
Street Sign Down	1
<a href="#">Citibot</a>	1
Total/YTD	16/274

Date	City of Winchester News Releases
6/29	Battle of the Badges Blood Drive - <a href="#">read</a>
	Old Town Splash Pad to remain closed in 2020 - <a href="#">read</a>
	CARES Act Emergency Grants - <a href="#">read</a>
6/30	Jim Barnett Park outdoor pool to open for general swim - <a href="#">read</a>
7/1	Old Town keeps the Summer Vibe alive with new entertainment series - <a href="#">read</a>
	Homicide investigation underway - <a href="#">read</a>
	Council seeks input for possible Jubal Early Drive renaming - <a href="#">read</a>

Date	Articles in <i>The Winchester Star</i>
6/27	Open Forum: Vote Smith for Mayor
	Letter to the editor: Want to rename streets? Pay up
	Open Forum: Effort to rename Jubal Early Drive should be tabled
6/29	Police tactics, racism discussed at forum
	City of Winchester Independence Day schedule/closures
6/30	Collins resigns from state legislature to become a judge; Wiley announces he will run for seat
	Open Forum: Milstead about principle, not politics
	Open Forum: Winchester needs housing solutions, diverse growth, quality education
	Letter to the editor: Winchester needs to get with the times
7/1	Splash pad a wash, but general swimming to resume at outdoor pool
7/2	Shooter still at large in North Kent Street homicide
	City seeks input on renaming Jubal Early Drive
	Your Views: City couldn't glorify Jubal Early
	City to offer emergency grants with CARES Act funding
	\$180,000 grant will help airport relocate its taxiway

Date	Segments on WDVM & WHSV
6/30	Old Town Winchester splash pad and bathrooms closed - <a href="#">watch</a>
	Winchester man arrested for Sheetz robbery - <a href="#">watch</a>
7/1	City Council seeks public input on Jubal Early Drive renaming - <a href="#">watch</a>

# Support Services

## Innovation & Information Services

- Revised Police Department Diversity data on OpenGov.
- Set up personal property tax testing to get several billing enhancements/fixes tested.
- Finished configuring ROW Permit Inspection Application and deployed it to GIS Portal.
- Created Tabbed Map series that incorporate ROW Permit Editor and Inspection apps into one page.
- Whitelisted additional IP addresses for RapidSoS connectivity in Emergency Communications Center.
- Fixed connectivity issues from Tourism firewall to analyzer.
- Reviewed Firewall logs and made policy adjustments as needed.

Help Desk Requests	Count	Closed
Account Management	20	3
Accounts	-	35
Applications	19	4
Email	3	2
GIS	3	3
Hardware	21	14
Naviline	1	1
Infrastructure	3	7
Not Assigned	7	1
Research	-	1
Software	19	17
Total	80	89